

AIR FORCE QUALIFICATION TRAINING PACKAGE (AFQTP)



for
**HVAC/Refrigeration
(3E1X1)**

**MODULE 10
PUBLICATIONS**

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Career Field Education and Training Plan (CFETP) references from 1 Apr 97 version.

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Notice. This AFQTP is NOT intended to replace the applicable technical references nor is it intended to replace hands-on training. It is to be used in conjunction with these for training purposes only.

AIR FORCE QUALIFICATION TRAINING PACKAGES (AFQTPs)

For
HVAC/Refrigeration
(3E1X1)

INTRODUCTION

Before starting this AFQTP, refer to and read the “Trainee/Trainer Guide” located on the AFCEA Web site <http://www.afcesa.af.mil/>. This guide will be found at each AFS’s AFQTP download page.

AFQTPs are mandatory and must be completed to fulfill task knowledge requirements on core and diamond tasks for upgrade training. *It is important for the trainer and trainee to understand* that an AFQTP does not replace hands-on training, nor will completion of an AFQTP meet the requirement for core task certification. AFQTPs will be used in conjunction with applicable technical references and hands-on training.

AFQTPs and Certification and Testing (CerTest) must be used as minimum upgrade requirements for Diamond tasks.

MANDATORY minimum upgrade requirements:

Core task:

- AFQTP completion
- Hands-on certification

Diamond task:

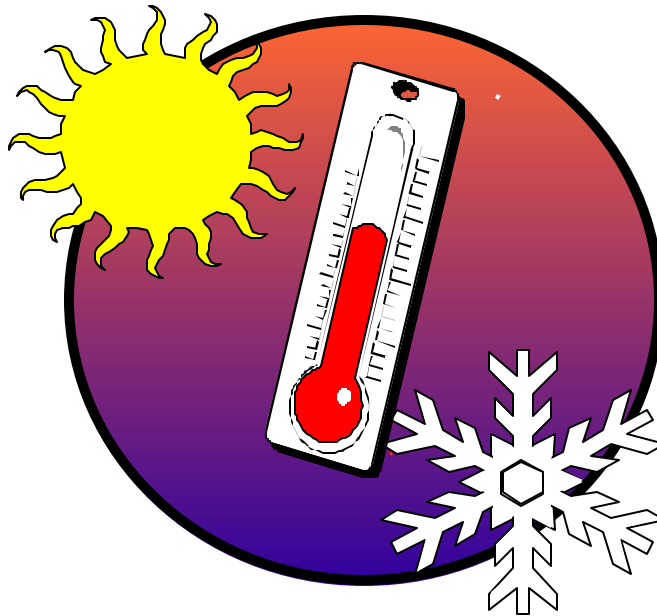
- AFQTP completion
- CerTest completion (80% minimum to pass)

Note: *Trainees will receive hands-on certification training when equipment becomes available either at home station or at a TDY location.*

Put this package to use. Subject matter experts under the direction and guidance of HQ AFCEA/CEOT revised this AFQTP. If you have any recommendations for improving this document, please contact the HVAC/R Career Field Manager at the address below.

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PUBLICATIONS

MODULE 10

AFQTP UNIT 3

USE PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS, AND TROUBLESHOOTING

(10.3.)

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USE PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS, AND TROUBLESHOOTING

Task Training Guide

STS Reference Number/Title:	10.3. Use publications to perform maintenance, operations, and troubleshooting
Training References:	<ul style="list-style-type: none">• CDC 3E151A Volume 1, Unit 4• CD-ROM, (AFS Specific Publications, 3E0X2-11C)
Prerequisites:	<ul style="list-style-type: none">• Possess as a minimum a 3E131 AFSC.
Equipment/Tools Required:	<ul style="list-style-type: none">• Publications (i.e., manuals, T.O.'s, manufacturer's guides.)
Learning Objective:	<ul style="list-style-type: none">• Trainee will learn to use technical publications to locate information to perform maintenance, operations, and troubleshooting
Samples of Behavior:	<ul style="list-style-type: none">• Given publications a trainee will be able to locate desired information.

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USE PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS, AND TROUBLESHOOTING

Background: AF publications are used to announce policies, prescribe procedures, and furnish the instructions you need to do your job properly. The publications you'll be dealing with are Standard Publications (directive and non-directive). Directive publications must be followed; however, non-directive ones may be modified to fit the circumstances. In order to find the publication you will need, first look in AF index, or "AFIND 2". Here is where the most up-to-date information on the correct number and titles of current and obsolete publications are listed. You can find a copy of AFIND 2 in the Operations Flight's secretary's office, or squadron orderly room.

Technical manuals are perhaps the most important types of technical orders to the craftsman or journeyman. They contain the detailed instructions required for the operation, use, maintenance, inspection, installation, and overhaul of equipment. For some miscellaneous equipment, usually shop or ground equipment, it is not practical or economical for the Air Force to publish a technical order. Instead, commercial technical manuals are used and serve the same purpose as an Air Force technical order.

Once you've found the publication you want, you're now ready to perform maintenance, operations, and troubleshooting various systems, equipment, or facilities. The table of contents will identify the page(s) for your task. Once you locate the page, you should see step-by-step procedures on maintenance, operations, and troubleshooting for whatever you're doing.

To perform the task, follow these steps:

Step 1: Looking up information in publications

- Proceed to your duty section's reference library. It should be located close to the workcenter to be easily accessible to the craftsman.
- Locate the appropriate T.O, commercial publication, and /or manufacturer's manual pertaining to the piece of equipment you are going to maintain, operate, or troubleshoot.

Step 2: Procedure.

- Use the table of contents, located in the front of the publication, or the index, often located in the back of the publication, to identify the page(s) relating to your specific task.
- Turn to the indicated page(s) for the technical information, procedures, part numbers, diagrams, etc... required to correctly complete your task.

To perform this task using T.O.s, complete CD-ROM AFS Specific Publications 3E0X2-11C Version 1.0.

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PUBLICATIONS

Performance Checklist		
Step	Yes	No
1. Given a publication can trainee locate desired information?		
2. Can trainee locate publications within their duty section?		
3. Can trainee locate part numbers from assembly diagrams?		

FEEDBACK: Trainer should provide both positive and/or negative feedback to the trainee immediately after the task is performed. This will ensure the issue is still fresh in the mind of both the trainee and trainer.

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Review Questions
For
Use Publications to Perform Maintenance, Operations, and Troubleshooting

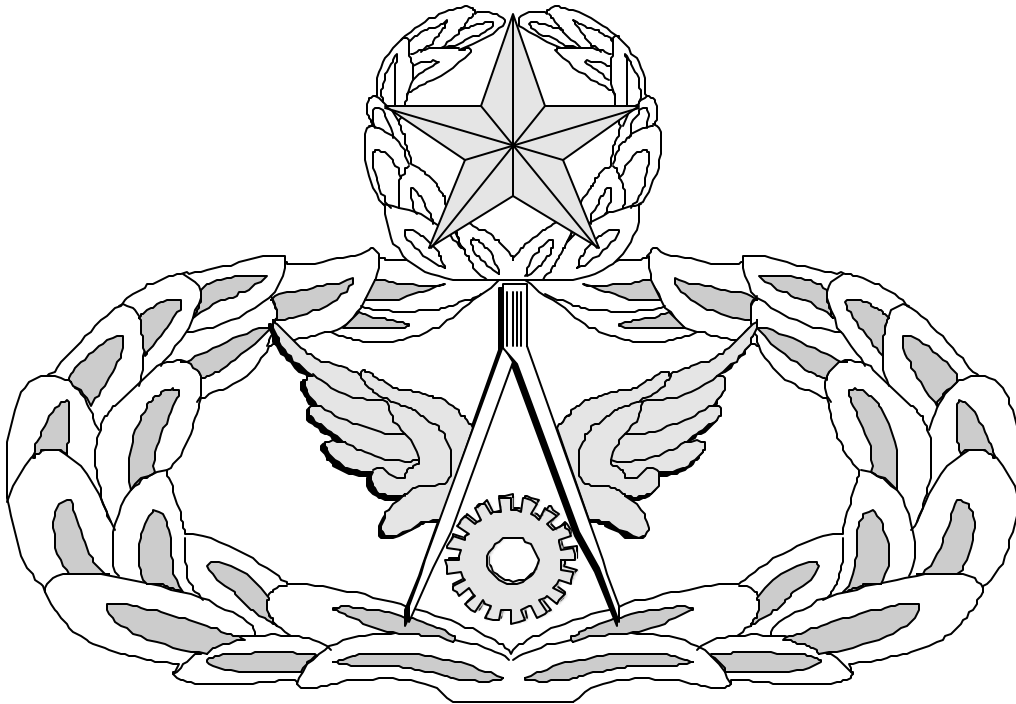
Question	Answer
1. Standard publications are either directive or non-directive.	a. True b. False
2. Commercial technical manuals are used and serve the same purpose as _____.	a. Shop policies b. Supervisor's instructions c. Air Force Technical Orders

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Air Force Civil Engineer

QUALIFICATION TRAINING PACKAGE (QTP)

REVIEW ANSWER KEY



For
HVAC/REFRIGERATION

(3E1X1)

MODULE 10
PUBLICATIONS

**USE PUBLICATIONS TO PERFORM MAINTENANCE, OPERATIONS, AND
TROUBLESHOOTING**

(3E1X1-10.3)

Question	Answer
1. Standard publications are either directive or non-directive.	a. True
2. Commercial technical manuals are used and serve the same purpose as _____.	c. Air Force Technical Orders